

SHIIP ENROLLMENT TIPS

With the beginning of open enrollment for the Medicare prescription drug benefit, the Nebraska Senior Health Insurance Information Program enters a crucial stage in this national campaign: enrolling beneficiaries.

In order for the SHIIP to continue receiving funding from the Centers for Medicare & Medicaid Services (CMS) to provide Medicare education and counseling, online enrollments must be done by SHIIP volunteers and Nebraska coalition members.

The Medicare prescription drug plan comparison and enrollment tools are available through www.medicare.gov on the web. Please follow the instructions below to receive recognition of your affiliation with the Nebraska SHIIP.

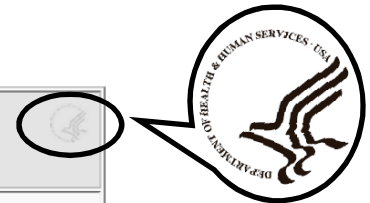
Step 1 – Enter the enrollment center by either:

- Selecting the “Enroll in a Medicare Prescription Drug Plan” link from the Medicare homepage;
- Selecting the “Enroll” button for a plan after conducting a plan comparison.

Step 2 – Click on the HHS watermark

After entering the “Enrollment Gateway” page, users will see an enrollment form with a gray box entitled, “Your Personal Information.” The Health and Human Services (HHS) watermark appears at the right of this box (circled on graphic below). Click on the HHS watermark.

Your Personal Information:							
Title:	<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss. <input type="radio"/> Ms.						
Your Name:	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>First Name</td><td>M.I.</td><td>Last Name</td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>					
First Name	M.I.	Last Name					



Step 3 – Enter your partner information

Once the user clicks on the HHS watermark, a new “Enrollment Gateway” page will open with a gray box entitled, “Partner Information.” Users will choose his/her state from the drop-down menu; then enter the ten-digit phone number of the Nebraska SHIIP (8002347119) in the “Agent ID” box (see graphic below).*

Partner Information:	
State:	Nebraska <input type="button" value="v"/>
Agent ID:	<input type="text" value="8002347119"/> Enter your 10-digit office phone number.
<small>Upon your request, I will help you enroll into the Medicare Prescription Drug Plan that you have chosen. I will follow your enrollment instructions and fill in the enrollment form with information that you provide to me. I will assume that the information that you provide is complete, truthful and accurate. I assume no responsibility for your decisions and you agree that my organization and I are not responsible for any liability arising out of assisting you with your enrollment.</small>	

*If you forget to click the HHS watermark, please email Jina at jragland@doi.state.ne.us. The Nebraska SHIIP can still receive credit for the enrollment.

Step 4 – Complete the enrollment form

- a) Using the information that the beneficiary provides to you, complete the enrollment form.
- b) Click “Continue” to proceed.
- c) Review the listed information with the beneficiary.
- d) Click “Agree/Continue” to proceed.

Step 5 – Ensure current coverage status

This screen will ask for assurance that the applicant is not enrolled in a Medicare Advantage Plan, or a member of a union, group, or employer health plan. If the answer is no, click “I Understand & Continue”

Step 6 – Complete e-signature

Once the online enrollment form is completed, the beneficiary is asked to agree to the terms of the plan he or she has chosen. Rather than signing a paper form, the beneficiary or representative will click “I Agree,” thus completing the e-signature. If the beneficiary is present, the “authorized representative” portion of this screen does not need to be completed.

Step 7 – Print confirmation page

The final screen of the enrollment process will indicate whether or not the enrollment has been successful. Print the confirmation page for the beneficiary, instructing him or her that the plan will send a follow-up packet of information within a couple weeks.

MedicareRx
Prescription Drug Coverage X

For the most up-to-date Medicare
Prescription Drug Benefit
information, visit the Medicare
Prescription Drug Plan Finder at
www.medicare.gov on the web.

CLARIFICATION OF ENROLLMENT PERIODS

The initial enrollment period for stand-alone prescription drug plans runs through May 15, 2006. Coverage will begin on the first day of the month after the month in which the beneficiary enrolled (e.g. a beneficiary who enrolls in a plan on February 4th will begin coverage on March 1st).

If a beneficiary wishes to change stand-alone drug plans, he or she has the opportunity to do so **one time** between January 1st and May 15th. This is a special annual coordinated election period that is only available in 2006.

After May 15th, the next time a beneficiary may enroll in or change stand-alone prescription drug plans is November 15, 2006. This is the annual coordinated election period that will run through December 31, 2006 and each year thereafter.

The Medicare Advantage open enrollment period is from January 1st through June 30th, 2006. Beneficiaries may enroll, disenroll, or switch Medicare Advantage plans **one time** during this period.

In 2007 and beyond, the Medicare Advantage Period will be from January 1st through March 31st.